

# HEIGHT AND WEIGHT REPORTING GUIDELINES-2007

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## STUDENT HEIGHT AND WEIGHT DATA REPORTS (Public School Corporations and Non-Public Schools)

### Participation in the Student Height and Weight Measurement Project is not required.

- ❖ Only report data for students for which there is *active parental consent*. Active parental consent is written consent of the parent/guardian in which the parent indicates either “Yes, my child may participate.” or “No, my child may not participate.”
  - ❖ The reporting process developed for the confidential reporting of student height and weight data has been reviewed by the Indiana Department of Education (DOE) Division of Educational Information Systems personnel and the DOE general counsel.
  - ❖ Each school corporation has a “Technology Coordinator.” The technology coordinator is the designated corporation person responsible for reporting all school data to the DOE. The technology coordinator should report the height and weight data to the DOE. NOTE to school nurses and others responsible for collecting the measurement data....principal and/or superintendent will be able to direct you to the technology coordinator for the corporation.
  - ❖ Final reporting date for student height and weight measurements is *June 1, 2007*.
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### THIS SECTION IS FOR SCHOOL NURSES AND OTHERS RESPONSIBLE FOR COLLECTING MEASUREMENT DATA

- 1) The measurement data must be given to the corporation technology coordinator to be reported. The data, DATE MEASURED, STUDENT NAME, HEIGHT, and WEIGHT must be in Excel format and the A, B, C, D, E, and F columns in the order given in Example 1.

#### EXAMPLE 1

| A                           | B                    | C                     | D                           | E                | F                |
|-----------------------------|----------------------|-----------------------|-----------------------------|------------------|------------------|
| MM/DD/YYYY<br>DATE MEASURED | STUDENT<br>LAST NAME | STUDENT<br>FIRST NAME | MM/DD/YYYY<br>DATE OF BIRTH | INCHES<br>HEIGHT | POUNDS<br>WEIGHT |
|                             |                      |                       |                             |                  |                  |
|                             |                      |                       |                             |                  |                  |
|                             |                      |                       |                             |                  |                  |

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### THIS SECTION IS FOR THE CORPORATION TECHNOLOGY COORDINATOR

- 1) The corporation technology coordinator will:
  - a) Add the Student Test Number (STN) to the data in Example 1.
  - b) Remove the Student Last Name, First Name, and DOB from the data in Example 1.
- 2) The height and weight report, in Excel format, now looks like Example 2.

#### EXAMPLE 2

| A                           | B   | C                | D                |
|-----------------------------|-----|------------------|------------------|
| MM/DD/YYYY<br>DATE MEASURED | STN | INCHES<br>HEIGHT | POUNDS<br>WEIGHT |
|                             |     |                  |                  |
|                             |     |                  |                  |
|                             |     |                  |                  |

- 3) The corporation (public school and charter) technology coordinator knows the User ID and Password for reporting corporation data to the DOE. The coordinator knows the process for reporting corporation data to the DOE.
- 4) The technology coordinator for **Non-Public Schools** will know the School Number and PIN for reporting school data. The coordinator knows the process for reporting corporation data to the DOE.
- 5) Log into the DOE Online system using any of these links:
  - From K-12 School Data page at <http://doe.state.in.us/htmls/education.html>, select “Height and Weight Reporting **NEW**” to reach DOE Online.
  - From the Coordinated School Health Program page at <http://www.doe.state.in.us/cshp/welcome.html>, select “Height and Weight Reporting **NEW**” to reach DOE Online.
  - The Indiana State Department of Health (ISDH), Division of Community Nutrition/Obesity Prevention Programs page at <http://www.state.in.us/isdh/programs/cnop/index.htm>, select “Submit School Height and Weight Data” at the top of the page for a direct link to DOE Online.
- 6) Submit the data (See Example 2) to DOE Online. The student is not identifiable to the DOE and student confidentiality is maintained.

## THIS SECTION REFLECTS THE ACTION OF THE INDIANA DEPARTMENT OF EDUCATION

The DOE will:

- 1) Add the CORPORATION NUMBER, the student’s age, gender, and race to the data in Example 2.
- 2) Remove the STN from the data in Example 2.
- 3) The height and weight report, in Excel format, now looks like Example 3.

### EXAMPLE 3

| A    | B   | C   | D    | E                | F                | G                           |
|------|-----|-----|------|------------------|------------------|-----------------------------|
| CORP | AGE | SEX | RACE | INCHES<br>HEIGHT | POUNDS<br>WEIGHT | MM/DD/YYYY<br>DATE MEASURED |
| #### | 6   | M   | 5    | 44.5             | 38.5             | 3/14/2007                   |
| #### | 7   | M   | 5    | 47.25            | 62               | 4/17/2007                   |
| #### | 10  | M   | 5    | 53               | 63.5             | 3/16/2007                   |
| #### | 11  | F   | 5    | 56.5             | 72.5             | 3/13/2007                   |
| #### | 10  | M   | 6    | 56.75            | 82               | 3/24/2007                   |

- 4) Send the CORP NUMBER, AGE, RACE, HEIGHT, WEIGHT, and MEASUREMENT DATE (See EXAMPLE 3) to the ISDH. The student is not identifiable to the ISDH and student confidentiality is maintained.

If you have questions or need clarification, please contact Dona Roberts at 317-232-9159 or [droberts@doe.state.in.us](mailto:droberts@doe.state.in.us).